



NPAC Tip! Are you Ready!! Promotion Cycle 2014!!

The Mentoring committee would like to provide you tips for this years promotion cycle.

START NOW AND BE READY!!!!
MAKE A FOLDER AND KEEP TRACK!!!!

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AGENCIES

Positions presently
held by PHS Nurses

- [ACF](#)
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- [BOP](#)
- [CDC](#)
- [CMS](#)
- [DHS](#)
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- [I.H.S](#)
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- [PSC](#)
- [SAMHSA](#)
- [USDA](#)
- [USMS](#)

[http://dcp.psc.gov/
rpt_agency_by_category.asp](http://dcp.psc.gov/rpt_agency_by_category.asp)

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Review your eOPF and PIR:

- Review and update contact information as needed.
- Verify your license is compliant. FAX current license to 240-453-6142.
- Review and update your CV before DEC 1st. annually. Use 2013 CV format.
- Review immunizations records to ensure data is updated and accurately reflected in Direct Access. Immunizations are not listed on your PIR.
- All Immunization records are to be faxed to MAB, using MAB Fax sheet.
- Submit current "Report of Medical History" DD-2807-1 accompanied by a signed "Disclosure Statement". Review the current promotion information for timing requirements.
- Ensure you are compliant with your 5 year Physical Exam. A completed 5 year Physical & Dental Exam is required by all officers.
- Always review OPF to ensure submitted documents are scanned into correct section of OPF. This should be on your fax cover sheet. Scanning errors do occur.
- DO NOT WAIT UNTIL THE LAST MINUTE. December 31, is the DEADLINE. You should have everything done before DEC 1 if possible, then just review OPF for completeness.

Direct Access:

- Review the information in the "Self-Service" box and update as needed.
- Pay particular attention to and update:
 - ◆ All contact information
 - ◆ Immunizations: DO NOT forget Tetanus every 10 yrs.
 - ◆ Readiness Status : Current and Projected Status . Check this Quarterly!!
 - ◆ Medical Exam : 5yr. And 1 yr. self reporting must be submitted to MAB.
 - ◆ Physical Fitness: Do a PFT with a group !! Set a goal to beat your own performance.
 - ◆ Supervisor : Contact information must be current for deployment approval.

Helpful Hints:

- Review the CCMIS Promotion Information at: <http://dcp.psc.gov/CCMIS/promotions/promotions.aspx>. This will provide guidance and updates for category Benchmarks.
- Download and PRINT Promotion Checklist NOW. Check off, date, and complete each box.
- Review Category Benchmarks for 2014.
- Review your Basic Readiness and Projected Readiness. Check these Quarterly for compliance. If you are not ready, you will be pulled off the promotion list.
- Make sure you have an UPDATED BLS card on file in your OPF and in Direct Access.
- Make sure that APFT results have been sent to MAB and entered in Direct Access
- Always keep documentation of faxes. Keep a copy of the fax report.
- Verify all your required promotion documentation and COERS are in your eOPF by December 1, allowing ample time for corrections.

Sorry Charlie Brown, you weren't promoted because your BCLS was expired, your immunizations were not updated and you didn't enter your PFT in Direct Access!!!

